



Attendance Protocol 2022-2023

Student attendance in the Sixth Form is very closely monitored as we know that good school attendance plays an essential part in academic development for post 16 students. All post 16 courses are intensive, and students cannot afford to miss valuable teaching and study time.

As well as timetabled lessons students also have non-contact periods on their timetables for private study, homework, social time and enrichment activities. If students are granted the privilege of studying at home, we would expect them to be committed to spending their time effectively, but this privilege may be withdrawn if a student is not meeting his/her work commitments. In such cases students will be scheduled to work within school.

Sixth Form students should strive to achieve consistently good attendance as poor attendance will affect academic attainment. Students should therefore aim for at least **95%** attendance for the year. An exemplary record of attendance says a huge amount about you as a person; that you are dedicated, well-motivated, organised and someone who takes their responsibilities seriously. Good attendance also plays an important part when applying to higher education establishments or employment.

Where students are found to be missing from a lesson, tutor time, power hour or a personal development lesson, a text message will be sent home informing parents/carers of this absence and requesting a reason. If a student knows they will be absent from a future lesson for a particular reason, it is their responsibility to inform Sixth Form staff of that reason in advance.

School Hours

Year 12 students begin school at 8:25am and the school day ends at 2:30pm on Monday and Friday and 3:25pm on Tuesday, Wednesday and Thursday. Year 12 students must attend registration each morning, period 1 on Wednesday and period 6 on Tuesday for Personal Development. If students do not have a lesson period 5, they can apply for an early finish via Miss Surtees. This will be based upon students having 95% attendance. This can be revoked at any time throughout the year if a student's attendance is a concern, deadlines are not being met or there is evidence of insufficient independent learning being complete. Students are not permitted to leave the school site throughout the day unless for a medical appointment where a pass will be given to students. Students will still be permitted to leave the site at lunch time.

Year 13 students begin school at 8:25am and the school day ends at 2:30pm on Monday and Friday and 3:25pm Tuesday, Wednesday and Thursday. Year 13 students must attend registration each morning, period 1 and period 6 on Wednesday for Personal Development. Students can apply for a late start to the day through Miss Surtees. This will be based upon students having 95% attendance. This can be revoked at any time throughout the year if a student's attendance is a concern, deadlines are not being met or there is evidence of insufficient independent learning being complete. New applications from Year 13 can be submitted after week 6.

Medical Appointments

Students should make every effort to make medical/dental appointments outside of school hours; if this is unavoidable then you must contact reception and make the school aware of this.

Open Days

It is not necessary to travel to open days for every course that students are considering. For an insight into academic life at their possible institutions, students applying for a course will usually be invited for a visit when they apply. This visit will be tailored specifically for the course they wish to follow and will avoid wasting time visiting the same places twice. Unfortunately, some students jeopardise a potential university place by missing too many lessons visiting too wide a range of institutions. If students wish to arrange a visit before they apply, most universities offer open days at the weekend.

In the event of holidays

Arranging holidays during term time should be avoided as this has proven in the past to be detrimental to student progress. Holidays during term time will not be authorised.

Paid Employment

Students should not attend any employment within the school day. Any school missed due to employment will not be authorised.

Driving Lessons

Students should not arrange driving lessons within the school day. Any school missed due to this arrangement will not be authorised.

In the event of sickness: 0191 3866628

Students should call the above number before 8.30am and leave a message on the voicemail which gives name, tutor group, the nature of the illness and an indication, if possible, of when they expect to return.

Should absences become repetitive, an interview with a member of the Sixth Form team will be arranged to seek an explanation, and medical certification will be required. The ability to self-certify may be withdrawn and we may need to revert to the system used in main school, where parents/carers need to contact us if the student is ill. Students should be aware that Sixth Form staff are here to support their learning and an exchange of communication is always vital, so problems can be rectified at the earliest opportunity. It is vitally important that students keep us informed of any reasons why they are absent.

Attendance Intervention

Stage 1- Letter

If attendance falls below 95% overall, then a letter will be sent to parents/carers informing them of concerns about current attendance. This attendance percentage is not based on the number of days absent, but rather the number of **lessons, tutor sessions and Personal Development sessions missed**. The Sixth Form pastoral manager will issue the letter and arrange to meet with the student and tutor to ascertain reasons underlying the absences and ensure support in improving attendance. Attendance will then be monitored closely over the following two weeks and then followed up with a review. The Stage 1 procedure can also be instigated by subject teachers where individual subject attendance falls below 95%.

Stage 2- Formal meeting with Pastoral Manager and a phone call to parents/carers

If poor attendance continues, the student will attend a formal meeting with the Pastoral Manager to explain the reasons for the absences. The Pastoral Manager will then make a phone call to parents/carers to discuss the attendance, to implement a plan and set targets.

A letter will also be issued as a written warning confirming the current attendance in comparison to the expected rate of attendance.

Stage 3- Assistant Head in charge of the Sixth Form intervention

If students fail to meet the agreed targets and an improvement in attendance has not been attained then they, and their parents/carers, will be asked to attend a meeting with the Assistant Head Teacher with responsibility for the Sixth Form.

A final written warning will be issued following this meeting.

Stage 4- Head Teacher intervention

Continued failure to meet attendance requirements may result in students being asked to leave the Sixth Form. Appropriate sanctions will be decided by the Head Teacher. The parents/carers of the students will be involved in the process.